

NEW CASTLE COUNTY GOVERNMENT

Number 0157

Page 1 of 2

CLASS SPECIFICATION

Date 06/13/11

Title: REGISTER OF WILLS OFFICE ADMINISTRATOR

Approved:

Valencia J. Smith
28

GENERAL STATEMENT OF DUTIES: Performs management and supervisory work in the Office of the Register of Wills; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting the planning, management, and supervision of the overall operations of the office of the elected Register of Wills. This employee interacts with attorneys and the public to open, close, and otherwise administer estates and may also be deputized and assigned the authority to make actions legally effective as prescribed by existing law. Work is performed under the general supervision of the Register of Wills or an appointed Chief Deputy.

EXAMPLES OF WORK: (Illustrative Only)

- Oversees the preparation and management of the office budget and related financial reports;
- Studies management methods in order to improve work flow, simplify office procedures, and implement cost reductions;
- Supervises, plans, distributes, and evaluates the work of subordinates;
- Opens and closes estates and answers questions relating to estate administration;
- Reviews and answers correspondence;
- Develops office policies and procedures for review by the Register of Wills;
- Prepares and submits periodic activity reports on the operation of the office;
- Directs and manages special projects as needed;
- Coordinates office programs with other County elective offices and State of Delaware departments;
- Supervises records management;
- Serves in liaison capacity between the office, attorneys, and the general public;
- Participates in planning for the computerization of office processes;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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Page 2 of 2

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Title: REGISTER OF WILLS OFFICE ADMINISTRATOR

Approved:

Valencia A. Best
06/13/11

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles and practices of business, office management and accounting practices; thorough knowledge of administrative principles; thorough knowledge of laws and regulations relating to the activities of wills, probate, and estate administration; ability to plan office systems and to establish and administer complex procedures; ability to draw valid conclusions; ability to establish and maintain effective working relationships with judges, court administrators, department managers, the legal community, and the general public; ability to communicate courteously and effectively, both verbally and in writing; demonstrated ability to manage operational functions and supervise personnel; tact and courtesy.

MINIMUM QUALIFICATIONS: At least five (5) years of experience in an office engaged in legal, court related activities and/or accounting, three (3) of which must have been at the level of Accountant, and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS

Established: 09/17/96
Revised: 09/01/99
Revised: 11/01/03
Revised: 08/22/08
Revised: 06/13/11